

ATTACHMENT C

INSTRUCTIONS FOR SUBMISSION OF ELECTRONIC UPIN FILES

All UPIN records must be submitted electronically in ASCII format as a batch (text files and data files are acceptable). The last record must be a "trailer record" containing the "H" number, file creation date, and number of records in the file (excluding the trailer record) (see pages 3 and 4 of this attachment for trailer record layout and a sample electronic submission file).

Batching Procedures -- Submit UPIN records to the UPIN Registry. Determine the appropriate method for submission based upon the volume of records and which media best meets your needs.

Preparing Physician/Health Care Practitioner/Group Practice Records

On Diskette - The file must contain fixed records in ASCII format and have an external label. Each diskette should contain no more than 1200 records each. Label files of multiple diskettes, 1 of X, 2 of X, etc. Diskette File Name: UPIN89.PHY

On Magnetic Tape/Tape Cartridge - Prepare the file using an IBM standard label with data set name: UPIN 94. PHYDATA. INIT. Physician/health care practitioner/group practice data files must contain fixed formatted records. Each tape must have an external label.

Use the following hardware considerations:

Tape configuration of 3480 cartridge or 9 track/6250

Block data record as follows: Physician/Practitioner data file. - 23400

NOTE: Data Set names other than the above will be rejected and may require resubmission.

Preparation of the Record Transmittal

Send each shipment of magnetic tape(s) or diskette(s) with a Record Transmittal. Prepare it in triplicate. Send the original and one copy with the shipment. Retain the other.

Completion of the Record Transmittal

Prepare the record transmittal as follows:

1. M+CO H Number: Enter your identification number. Show all five digits.

2. M+CO Identification: Your name and return address. Enter the full name and address of person to whom questions may be addressed.
3. Date Prepared: Enter the date (**MM,DD,YYYY**) the file was prepared. This date should agree with the creation date in the related trailer record (Field 3 of trailer record).
4. Date Shipped: Enter the date (**MM,DD,YYYY**) the data was shipped.

-- UPIN Data Records: If tape(s), enter all volume serial numbers; if diskette(s), enter all identifying data on the diskette external label.

-- Total Records: Enter the total number of records.

-- Type Records: Indicate the type of records on the file; MDs/DOs, other Doctors, Health Care Practitioners or Group Practices.

Additional Information:

1. The Registry notifies you if your data processes successfully.
2. If the Registry is unable to accept your file, e.g., the data set name, or the record format is incorrect or density is not compatible with The Registry's system, the entire file is rejected. The reason for the rejection is listed. Make the corrections and resubmit the tape. Identify the resubmitted file with the same information as the original. Write the word "resubmittal" on the top right-hand corner of the form. Use the space at the bottom for the name and phone number of a contact person that is able to answer questions about the resubmittal.

Shipment of UPIN Physician/Health Care Practitioner/Group Practice Data to the Registry

Mail delivery is preferred. However, if you are located near Los Angeles you may find other service faster and more economical. For mailing purposes, the addresses are:

Overnight Express:

The Registry
Transamerica Occidental Life
1149 South Broadway B-327
Los Angeles, CA 90015-2211

Regular Mail:

The Registry
Transamerica Occidental Life
P.O. Box 512575
Los Angeles, CA 90051-0575

Prepare the tape(s) or diskette(s) for mailing. Note that the package contains a magnetic tape or diskette, and mark it "MAGNETIC MEDIA." Provide for backup data until you receive an acknowledgment that the Registry has received and processed your data.

TRAILER RECORD DATA ELEMENTS

Fld No.	Position	Field Length	Item	Description	Comments
1.	001	1	Record Code 9(01)	9 = Trailer Record	
2.	002-006	5	H number 9(05)	M+CO H number, substitute a "9" for "H" then enter remaining 4 digits (e.g., 90462)	
3.	007-014	8	File Creation 9(08)	(mmddyyyy) Month, day, and year of file creation	
4.	015-029	15	Number of Records Sent 9(15)	Total number of records on file. Do not include the trailer record.	Right justified and precede with zeroes (e.g., 000000000000125)
5.	030-306	277	Filler X(277)		

SAMPLE UPIN FILE ELECTRONIC SUBMISSION

NOTE: IN ORDER FOR SUBMITTED RECORDS TO BE ACCEPTED BY THE REGISTRY, DATA MUST MATCH FIELD POSITION(S) AS SHOWN IN ATTACHMENT B (SECOND COLUMN).

OPL 119	General Instructions
Attachment A	Accessing Files from HDC
Attachment B	Record Layout
Attachment C	Submission Instructions
Attachment D	Exception Codes